



Contracting Authority: The European Commission

Cypriot Civil Society in Action V

Guidelines
for grant applicants

Budget line 23.03.01

Reference: EuropeAid/136797/DH/ACT/CY

Deadline for submission of full application : **27 May 2015**

at 18:00 local time in Cyprus

NOTICE

This is an open Call for Proposals, where all documents are submitted together (Concept Note and Full Application Form). In the first instance, only the Concept Notes will be evaluated. Thereafter, for the applicants who have been pre-selected, the full proposal will be evaluated. After the evaluation of the full proposals, an eligibility check will be performed for those which have been provisionally selected. Eligibility will be checked on the basis of the supporting documents requested by the Contracting Authority and the signed 'Declaration by the Applicant' sent together with the application.

Suspension Clause

The conclusion of grant contracts for actions selected under this Call for Proposals is subject to the amendment of one of the relevant financing decisions, i.e. the Annual Action Programme for 2012.

The amendment of the afore-mentioned programme does not depend only on the European Commission. If the above-mentioned programme cannot be amended, part of the allocations of the present Call for Proposals may be amended or cancelled.

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1. CYPRIOT CIVIL SOCIETY IN ACTION V

1.1. BACKGROUND

1.1.1. *EU assistance towards the Cypriot Civil Society*

As part of the European Union's Aid Programme to encourage the economic development of the Turkish Cypriot community (TCC) (Regulation (EC) 389/2006¹), assistance is being provided to support Cypriot Civil Society. One of the main objectives of the Aid Programme (objective 3) in this regards is *"reconciliation, confidence building measures, and support to civil society"*.

In order to implement objective 3 of the programme, three Calls for Proposals were launched during the period 2007-2009 for a total amount of EUR 5.4 million, awarding grants in a variety of fields. The main aims of these three calls were:

- Reconciliation and confidence building measures;
- Support to civil society in the Turkish Cypriot community;
- Support to Civil Society Organisations (CSO) and international organisations promoting reconciliation projects including research leading to a better understanding of issues affecting trust between the two communities.

In parallel to the above mentioned grant schemes, a Civil Society Support Team (CSST) was put in place to provide technical assistance and capacity building to Civil Society Organisations. This Team was active from 2008 to 2011. Activities also included general awareness raising relating to the role of civil society in modern democracies.

In 2013 the European Commission undertook an evaluation of its past support to Cypriot Civil Society since 2007 in order to gather lessons from past experiences and so better respond to the needs of both the population and civil society actors.

Lessons learned and recommendations from this evaluation have been considered when drafting both the recently contracted call for proposal "Cypriot Civil Society in Action IV" and this new grant scheme "Cypriot Civil Society in Action V".

The main aims of the last call for proposals Cypriot Civil Society in Action IV were:

- To strengthen civil society in the northern part of Cyprus as a key actor in the development of a culture of dialogue, participation in the community life and the promotion of values of tolerance, peace and active citizenship.
- To promote reconciliation, dialogue, closer relationship and trust between the Turkish Cypriot and the Greek Cypriot communities through confidence building measures and joint-actions organised by civil society organisations from both communities.

10 projects have been awarded a grant for a total amount of 2.5 million EUR and are currently implementing activities. These projects have a duration of two to three years and will end in 2016/2017.

¹ COUNCIL REGULATION (EC) No 389/2006 of 27 February 2006 establishing an instrument of financial support for encouraging the economic development of the Turkish Cypriot community and amending Council Regulation (EC) No 2667/2000 on the European Agency for Reconstruction (<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2006:065:0005:0008:EN:PDF>)

Moreover, procurement for a service contract, (to strengthen the role of civil society in the Turkish Cypriot community as well as to promote EU values and the development of a conducive environment for the further development of trust, dialogue, co-operation and closer relationship between the Turkish Cypriot and Greek Cypriot communities and for the integration of Turkish Cypriot civil society into the wider Union by facilitating links with EU-wide NGOs and NGO networks) has been launched. The project should start in mid-2015.

1.1.2. *EU recognition to Civil Society role in participatory democracy*

The Treaty on the European Union (Article 2) states that "the Union is founded on the values of respect for human dignity, freedom, democracy, equality, the rule of law and respect for human rights, including the rights of persons belonging to minorities. These values are common to the Member States in a society in which pluralism, non-discrimination, tolerance, justice, solidarity and equality between women and men prevail."

An empowered civil society can play an important role in ensuring these principles are upheld in practice. It is also in itself a crucial component of any democracy. By articulating citizens' concerns, civil society organisations (CSOs) - understood as all non-state, not-for-profit structures in which people organise to pursue shared objectives and ideals – are active in the public arena and engage in initiatives which foster pluralism and further participatory democracy.

The European Union member States face a range of challenges, especially in fields such as minority's rights, organised crime, economy and social cohesion, environment and climate change. Civil Society actors and organisations can make a substantial contribution to addressing many of these through their lobbying, advocacy and oversight activities at national, regional and local level. When it comes to democratic governance and fundamental rights, including freedom of expression and association and minority rights, they can create demand for enhanced transparency, accountability and effectiveness from public institutions and facilitate a greater focus on the needs of citizens in policy-making. CSOs and active citizens have also demonstrated their ability to campaign for gender equality, fight against discrimination, and promote social inclusion and environmentally sustainable policies and practices.

Beyond this, the involvement of citizens and CSOs for the benefit of all is the glue that keeps society together. It brings together people of different backgrounds, different generations and different communities for a better society, forging a solidarity that is becoming increasingly important for the long-term welfare of European society.

1.1.3. *Overview of EU policies on Environmental and Human Rights sectors.*

As an introduction to the priorities of the call for proposals, the following should be noted.

A. The European Union environmental policy

The European Union gives great importance to the protection, preservation and improvement of the environment for present and future generations. To achieve this, there are policies and legislation that ensure a high level of environmental protection in the European Union and that preserve the quality of life of EU citizens. Environment is also a priority cross-cutting issue present in all its external actions.

The basic framework for EU environmental policy is articulated in four priority areas: *natural resources and waste, nature and biodiversity, environment and health, and climate change.*

Natural resources and waste: Natural resources such as forests, land, food, air and water are absolutely essential. But unsustainable patterns of consumption and production are depleting the resources we rely on. Already, over 60% of our ecosystems are seriously over-exploited, threatening for example fish stocks and the capacity of forests to regulate air and water quality. We need to move towards a more resource-efficient society – one that will grow in a way which will not damage the environment and is sustainable. EU policy is oriented towards reducing, re-using or recycling, in order to contribute to significant reductions in environmental damages and greenhouse gases.

Nature and biodiversity: Biodiversity is the variety of life on Earth in all its forms. But Europe is faced with an unprecedented loss of biodiversity because our patterns of development and consumption are becoming

impossible to sustain. EU nature and biodiversity protection policy is based on two main pieces of legislation: the 1979 Wild Birds Directive and the 1992 Habitats Directive. Its two main goals are to oversee the European ecological network of protected areas known as Natura 2000, and to safeguard biodiversity by integrating nature protection requirements into other EU policies such as agriculture, fisheries, regional development and transport.

Environment and health: The link between environment and health is rather evident since we breathe, eat and drink from the environment we live in. EU policy in this regards is oriented towards preventing the pollution of our air, water and food chain from chemicals and other dangerous pollutants. In this regards, policy orients actions in order to ensure a high level of protection to consumers, industry and the environment involved in the food chain; protection of air quality; prevention and protection of pollution in rivers, lakes and underground water reservoirs and a healthy marine environment.

Climate change: All over the world, the pollution that humans pump into the atmosphere is having a major influence on climate patterns. Since the Industrial Revolution, the concentration of CO₂ in the atmosphere has increased by around 37%, and it continues to rise. This is driving up temperatures all over the globe. Climate change and biodiversity are profoundly interdependent – the more climate changes, the greater the impact on biodiversity; the more we lose biodiversity, the more difficult it will be to adapt to and limit climate change. EU policy towards climate change is led by DG Climate Action, and is based on respecting international agreements on climate change and working with Member States on reduction of green-house effect gasses.

B. The European Union policy on Human Rights

Human rights, democracy and the rule of law are core values of the European Union. The European Union sees human rights as universal, indivisible and interdependent. It actively promotes and defends them as a cross-cutting priority in all of its policies, within its borders and when engaging in relations with non-EU countries.

Within EU borders, those principles are embedded in the EU founding treaties, reinforced by the EU Charter of Fundamental Rights adopted in 2000, and strengthened still further when the Charter became legally binding with the entry into force of the Lisbon Treaty in 2009. Based on initiatives and programmes such as Daphne and PROGRESS, the Union's action focuses on combating discrimination, racism and xenophobia and on protecting vulnerable groups, such as children, women and minorities.

The European Union's human rights policy encompasses the two main categories of rights that are internationally recognised: *civil and political rights* and *economic, social and cultural rights*.

Civil and political rights are those related to the protection of individuals' freedoms and ensure one's ability to participate in the civil and political life without discrimination or repression. These fundamental rights are enshrined in articles 3 to 21 of the Universal Declaration of Human Rights² and are developed in many complementary international Human Rights treaties which are part of international Human Rights law.

Economic, social and cultural rights are those related to the protection of the necessary standards of living to guarantee human dignity, such as the right to education, right to housing, right to health, etc. These fundamental rights are enshrined in articles 22 to 28 of the Universal Declaration of Human Rights and are developed in many complementary international Human Rights treaties which are part of international Human Rights law.

The European Union gives equal importance to these two categories.

² The Universal Declaration of Human Rights has been translated into more than 300 languages. It can be found here <http://www.ohchr.org/EN/UDHR/Pages/SearchByLang.aspx>. For other resources on Human Rights, please refer to <http://hrbportal.org/> and <http://www.ohchr.org>

C. The European Union policy on Trafficking in Human Beings (THB)

The European Union has been actively engaged in developing a comprehensive and multidisciplinary approach towards addressing THB in Europe since 1996. Ever since, a number of legislative acts have been adopted in order to strengthen the fight against trafficking, harmonize the anti-trafficking legislation in Europe, and bring it in line with international standards.

The Treaty on the functioning of the European Union provides the legal basis for addressing THB in article 79 on Policies on Border Checks, Asylum and Immigration, and article 83 on Judicial Cooperation in Criminal Matters. The principles of subsidiarity and proportionality remain in place as responsibilities are shared between the Union and its Member States.

THB is specifically mentioned in the EU Charter on Fundamental Rights (Article 5 on the Prohibition of slavery and forced labour).

The Stockholm Programme³ gives clear priority to anti-trafficking measures, calling for a comprehensive policy response that goes beyond the area of freedom, security and justice, including external relations, development cooperation, social affairs and employment. Cooperation and coordination with third countries is considered as crucial.

In this context, the European Union's anti-trafficking policy has a comprehensive approach, focusing on Prevention of engagement in trafficking activities, Protection of victims, Prosecution of criminals, and the establishment of Partnerships between the various actors involved (the four 'P' principles). This approach places human rights at the centre of all efforts, is victim centred and gender sensitive.

This comprehensive approach is reflected in the Directive 2011/36/EU on preventing and combating trafficking in human beings and protecting its victims of 5 April 2011. The Directive contains minimum rules concerning the definition of criminal offences and sanctions, brings robust provisions for protection of victims, including national mechanisms for early identification and support to the principles of unconditional assistance and non-punishment for petty crimes, and calls for prevention measures aimed at raising awareness and discouraging the demand. The Directive also recognises the gender dimension of THB. The EU also adopted a Council Directive 2004/81/EC of 29 April 2004 on residence permits for victims of trafficking in human beings under certain conditions.

An important policy instrument which follows from the Directive 2011/36/EU is the EU Strategy towards the eradication of trafficking in human beings 2012-2016⁴. The Strategy expands on issues identified in the Directive and is consistent with its holistic approach, identifying a set of concrete and practical measures to be implemented over the five years. Besides focusing on the 4 Ps, the Strategy also addresses ways to increase coordination and coherence and to increase knowledge on emerging concerns related to THB.

In the effort to raise awareness and consolidate information, the EU anti-trafficking website www.ec.europa.eu/anti-trafficking is a "one-stop shop" for practitioners and anyone interested in learning more about this phenomenon and the EU framework addressing it. Among others, the website includes a comprehensive database of all EU funded projects on THB implemented in the Member States and in third countries.

³ The Stockholm Programme sets out the European Union's (EU) priorities for the area of justice, freedom and security for the period 2010-14. Building on the achievements of its predecessors the Tampere and Hague programmes, it aims to meet future challenges and further strengthen the area of justice, freedom and security with actions focusing on the interests and needs of citizens.

⁴ For further reading, please refer to :

http://ec.europa.eu/home-affairs/doc_centre/crime/docs/trafficking_in_human_beings_eradication-2012_2016_en.pdf

1.2. OBJECTIVES OF THE PROGRAMME AND PRIORITY ISSUES

The global objective of this Call for Proposals is:

"To strengthen civil society in the northern part of Cyprus as a key actor in the development of a culture of dialogue, participation in the community life and the promotion of values of tolerance, peace and active citizenship."

The specific objectives of this Call for Proposals are:

"To support the development of a more vibrant civil society in the Turkish Cypriot community and their actions for the public interest."

"To support Civil Society Organisation capacity building and advocacy projects to reinforce sector based networking and coordination and citizen's involvement in policy design and monitoring."

The eligible thematic priorities and types of action that stem from the above objectives are further specified below and in Section 2.1.4. Moreover, if a project proposal within any of the priority areas includes some of the following aspects it would be considered as a value-added element:

- Actions reaching out to remote areas and/or marginalized communities.
- Actions in networks in particular with Greek Cypriot and/or international Civil Society Organisations to share best practices and strengthen common approaches and agendas.
- Actions which incorporate gender perspectives.

The value-added elements referred to above are introduced in this Call to give weight in the technical evaluation undertaken by the Evaluation committee (Concept note evaluation grid and evaluation criteria 1.4).

The specific objectives of this Call for Proposals will be achieved by providing grants to CSOs in one of the following priority sectors:

A. Environment⁵

The northern part of Cyprus benefits from a very unique and diverse natural heritage that needs to be protected and promoted. A previous EU funded Technical Assistance⁶ provided baseline studies and prepared Special Environment Protected Area (SEPA) management plans to assist with the protection of seven specially protected areas in the northern part of Cyprus. These sites are likely to be designated as "Natura 2000" sites following a comprehensive settlement and reunification. They are Agia Eirini/ Akdeniz; Karpasia/Karpaz; Alakati/ Alagadi; S.Karpasia/ South Karpaz; Akanthou/ Tatlisu; Pentadaktylos/ Kyrenia Mountains and Famagusta wetlands.

For the purpose of this call, applicants are invited to consider the SEPA managements plans developed and to relate to the following priorities in terms of environment:

- a) Natural resources and waste:

⁵ For a more comprehensive understanding of the European Union vision towards Environment, please refer to: <http://ec.europa.eu/environment/life/> and <http://ec.europa.eu/clima/>

⁶ For more information on the potential "Natura 2000" sites in the northern part of Cyprus and SEPA management plans please refer to : <http://www.dogakoruma.eu/>

- Actions aiming at the protection of natural resources such as landscapes, forests, water resources, coastal environments, fisheries, etc;
 - Actions aiming at the promotion of strategies and practice for reducing, re-using or recycling of waste in all its forms (domestic, industrial, agricultural, etc.).
- b) Nature and biodiversity:
- Protection of habitats and ecosystems with presence of endemic species in the northern part of Cyprus (both flora and fauna);
 - Projects consistent with and/or complementary to measures taken to bring the northern part of Cyprus in line with Natura 2000 standards.
- c) Environment and health:
- Protection of consumer rights regarding quality of food in all its forms (food chain: agricultural production, processing, distribution, trading, manipulation, selling, etc.);
 - Prevention of pollution in rivers, lakes, underground water reservoirs, beaches and coastal and marine environments.

B. Human Rights⁷:

Sustainable peace, development and prosperity are possible only when grounded upon respect for human rights, democracy and the rule of law. The northern part of Cyprus, as many other places, faces challenges in the promotion and protection of Human Rights. For the purpose of this call, the priorities in terms of Human Rights relate to the following:

- a) Civil and political rights:
- Projects aiming at increasing the dialogue and the involvement of civil society in decision making processes at political level;
 - Projects aiming at improving the democratic life in the northern part of Cyprus, by promoting freedom of expression, opinion, assembly and association, both on-line and offline; as democracy cannot exist without these rights.
- b) Economic, social and cultural rights:
- Projects fighting discrimination in all its forms through combating discrimination on grounds of race, ethnicity, religion, age, gender or sexual orientation and advocating for the rights of children, persons belonging to minorities, indigenous peoples, refugees, migrants and persons with disabilities;
 - Projects aiming at campaigning for the rights and empowerment of women in all contexts through fighting discriminatory legislation, gender-based violence and marginalisation.
 - Projects aiming at the improvement of health and education services for all.
- c) Fight against human trafficking:
- Projects aiming at the prevention and combating Trafficking in Human Beings

⁷ For a more comprehensive understanding of Human Rights issues, please refer to:
<http://www.ohchr.org/EN/Issues/Pages/ListofIssues.aspx>

2. FINANCIAL ALLOCATION PROVIDED BY THE CONTRACTING AUTHORITY

The overall indicative amount made available under this Call for Proposals is EUR 1,635,000. The Contracting Authority reserves the right not to award all available funds.

Size of grants

Any grant requested under this Call for Proposals must fall between the following minimum and maximum amounts:

- minimum amount: € 75.000
- maximum amount: € 300.000

Any grant requested under this Call for Proposals must fall between the following minimum and maximum percentages of total eligible costs of the action:

- Minimum percentage: 60% of the total eligible costs of the action.
- Maximum percentage: 95% of the total eligible costs of the action (see also Section 2.1.5).

The balance (i.e. the difference between the total cost of the action and the amount requested from the Contracting Authority) must be financed from sources other than the European Union Budget or the European Development Fund⁸.

2. RULES FOR THIS CALL FOR PROPOSALS

These guidelines set out the rules for the submission, selection and implementation of the actions financed under this Call, in conformity with the Practical Guide, which is applicable to the present call (available on the Internet at this address: <http://ec.europa.eu/europeaid/prag/document.do?locale=en>).

2.1. ELIGIBILITY CRITERIA

There are three sets of eligibility criteria, relating to:

(1) the actors:

- The **applicant**, i.e. the entity submitting the application form (2.1.1),
- its **co-applicant(s)** (where it is not specified otherwise the applicant and its co-applicant(s) are hereinafter jointly referred as the "applicants") (2.1.1),
- and, if any, **affiliated entity(ies)** to the applicant and/or to a co-applicant(s). (2.1.2);

(2) the actions:

Actions for which a grant may be awarded (2.1.4);

(3) the costs:

- types of cost that may be taken into account in setting the amount of the grant (2.1.5).

⁸ Where a grant is financed by the European Development Fund, any mention of European Union financing must be understood as referring to European Development Fund financing.

2.1.1. Eligibility of applicants (i.e. applicant and co-applicant(s))

Applicant

(1) In order to be eligible for a grant, the applicant must:

- be legal persons **and**
- be non-profit-making **and**
- be a Civil Society Organization (CSO). For the purpose of this call a Civil Society Organization is an organization which is established⁹ under private law; which is independent of the leadership as regards to its establishment and/or appointment of its personnel and administrators; which has an autonomous and democratic structure in its financial and administrative affairs and through which people organise to pursue shared objectives and ideals, whether political, cultural, social or economic in a non-partisan and non-violent way. Under these circumstances, Non Governmental Organizations, associations, foundations, chambers, unions, non-profit cooperatives and non-profit companies meeting these criteria may apply to this Call for Proposals. However, non-profit companies and/or cooperatives should demonstrate that their operations are strictly non profit making. They must provide, together with their application, the Company Statute in which a provision prohibits distribution of the profit to the shareholders. As an alternative the organisation should demonstrate, through an audit report covering the last three years that profit has never been distributed to the shareholders. In addition, the Board of Directors should declare that profit will not be distributed to shareholders in the future **and**
- be registered in the northern part of Cyprus **and**
- be directly responsible for the preparation and management of the action with the co-applicant(s) and affiliated entity(ies), not acting as an intermediary **and**
- have not been awarded a grant under the Cypriot Civil Society in Action IV or under the Community Development 3 programmes, either as the lead applicant or as a co-applicant.

(2) The potential applicant may not participate in calls for proposals or be awarded grants if it is in any of the situations listed in Section 2.3.3 of the Practical Guide;

In Part B section 8 of the grant application form ('Declaration by the applicant'), the applicant must declare that the applicant himself, the co-applicant(s) and affiliated entity(ies) are not in any of these situations.

The applicant must act with co-applicant(s) as specified hereafter.

If awarded the Grant contract, the applicant will become the Beneficiary identified as the Coordinator in annex E3h1 (Special Conditions). The Coordinator is the main interlocutor of the Contracting Authority. It represents and acts on behalf of any other co-beneficiary (if any) and coordinate the design and implementation of the Action.

⁹ To be determined on the basis of the organisation's statutes and/ or other registration documents, which should demonstrate that the organisation has been established under the provisions of legal texts in force at the time of application by a body empowered to do so under the said legal texts. In this respect, any legal entity whose statutes have been established elsewhere cannot be considered an eligible local organisation, even if the statutes are registered locally or a 'Memorandum of Understanding' has been concluded.

Co-applicant(s)

The applicant must act with co-applicant(s).

Co-applicant(s) participate in designing and implementing the action.

In order to be eligible for a grant, the co-applicants must:

- be legal persons **and**
- be non-profit-making **and**
- be a Civil Society Organization (CSO)¹⁰ **and**
- be registered in the northern part of Cyprus or in anywhere else in the European Union.

Co-applicant(s) must sign the Mandate in Part B section 4 of the grant application form.

If awarded the Grant contract, the co-applicant(s) will become beneficiaries in the Action (together with the Coordinator)

2.1.2. *Affiliated entities*

Affiliated entity(ies)

The applicant and its co-applicant(s) may act with affiliated entity(ies)

Only the following entities may be considered as affiliated entities to the applicant and/or to co-applicant(s):

Only entities having a structural link with the applicants, in particular a legal or capital link.

This structural link encompasses mainly two notions:

- (i) Control, as defined in Directive 2013/34/EU on the annual financial statements, consolidated financial statements and related reports of certain types of undertakings:

Entities affiliated to a beneficiary may hence be:

- Entities directly or indirectly controlled by the beneficiary (daughter companies or first-tier subsidiaries). They may also be entities controlled by an entity controlled by the beneficiary

¹⁰ For the purpose of this call a Civil Society Organization is an organization which is:

- established under private law;
- independent of the leadership as regards to its establishment and/or appointment of its personnel and administrators;
- has an autonomous and democratic structure in its financial and administrative affairs;
- and through which people organise to pursue shared objectives and ideals, whether political, cultural, social or economic in a non-partisan and non-violent way.

Under these circumstances, Non Governmental Organizations, associations, foundations, chambers, unions, non-profit cooperatives and non-profit companies meeting these criteria may apply to this Call for Proposals. However, non-profit companies and/or cooperatives should demonstrate that their operations are strictly non profit making. They must provide, together with their application, the Company Statute in which a provision prohibits distribution of the profit to the shareholders. As an alternative the organisation should demonstrate, through an audit report

- (granddaughter companies or second-tier subsidiaries) and the same applies to further tiers of control;
 - Entities directly or indirectly controlling the beneficiary (parent companies). Likewise, they may be entities controlling an entity controlling the beneficiary;
 - Entities under the same direct or indirect control as the beneficiary (sister companies).
- (ii) Membership, i.e. the beneficiary is legally defined as a e.g. network, federation, association in which the proposed affiliated entities also participate or the beneficiary participates in the same entity (e.g. network, federation, association) as the proposed affiliated entities.

The structural link shall as a general rule be neither limited to the action nor established for the sole purpose of its implementation. This means that the link would exist independently of the award of the grant; it should exist before the call for proposals and remain valid after the end of the action.

By way of exception, an entity may be considered as affiliated to a beneficiary even if it has a structural link specifically established for the sole purpose of the implementation of the action in the case of so-called “sole applicants” or “sole beneficiaries”. A sole applicant or a sole beneficiary is an entity formed by several entities (a group of entities) which together comply with the criteria for being awarded the grant. For example, an association is formed by its members.

What is not an affiliated entity?

The following are not considered entities affiliated to a beneficiary:

- Entities that have entered into a (procurement) contract or subcontract with a beneficiary, act as concessionaires or delegates for public services for a beneficiary,
- Entities that receive financial support from the beneficiary,
- Entities that cooperate on a regular basis with the beneficiary on the basis of a memorandum of understanding or share some assets,
- Entities that have signed a consortium agreement under the grant contract.

How to verify the existence of the required link with the beneficiary?

The affiliation resulting from control may in particular be proved on the basis of the consolidated accounts of the group of entities the beneficiary and its proposed affiliates belong to.

The affiliation resulting from membership may in particular be proved on the basis of the statutes or equivalent act establishing the entity (network, federation, association) which the beneficiary constitutes or in which the beneficiary participates.

If the applicants are awarded a contract, their affiliated entity(ies) will not become Beneficiary(ies) of the Action and signatory(ies) of the Contract. However, they will participate in the design and in the implementation of the Action and the costs they incur (including those incurred for Implementation Contracts and Financial Support to third parties) may be accepted as eligible costs, provided they comply with all the relevant rules already applicable to the Beneficiary(ies) under the Grant Contract.

covering the last three years that profit has never been distributed to the shareholders. In addition, the Board of Directors should declare that profit will not be distributed to shareholders in the future

Affiliated entity(ies) must satisfy the same eligibility criteria as the applicant and the co-applicant(s). They must sign the affiliated entity(ies) statement in Part B section 5 of the grant application form.

2.1.3. Associates and Contractors

The following entities are not applicant(s) nor affiliated entity(ies) and do not have to sign the "mandate" or "affiliated entities' statement":

- Associates

Other organisations may be involved in the action. Such associates play a real role in the action but may not receive funding from the grant, with the exception of per diem or travel costs. Associates do not have to meet the eligibility criteria referred to in section 2.1.1. Associates must be mentioned in Part B section 6 — 'Associates of the Applicant participating in the Action' — of the Grant Application Form.

- Contractors

The grant beneficiaries and their affiliated entities are permitted to award contracts. Associates or affiliated entity(ies) cannot be also contractors in the project. Contractors are subject to the procurement rules set out in Annex IV to the standard grant contract.

2.1.4. Eligible actions: actions for which an application may be made

A. Definition:

An action is composed of a set of activities.

B. Duration

The initial planned duration of an action may not be lower than 24 months nor exceed 36 months.

C. Sectors or themes

Sectors of intervention for have been described under heading 1.2 "Objectives of the programme and priority issues".

D. Location

Actions, must take place in the northern part of Cyprus. Some of the activities may take place in a Member State of the European Union, if proven relevant by the description of the action.

E. Specific instructions

Applicants are required to design projects with **two or more** of the following activities (Actions that include all three categories of activities will receive higher scorings during the assessment process):

- **Social and political dialogue and advocacy**¹¹ aiming at improving legal frameworks and civic engagement.
- **Awareness raising and social mobilization**, aiming at sensitizing the population and induce social changes for the common benefit.
- **Service provision** designed to generate a direct impact on the targeted priority.

Applicants are also invited to include in their proposals, when justified, activities which may benefit their internal governance and capacities and so strengthen their organisation, as follows:

- **Capacity building** activities aimed at increase the technical, managerial and structural capacities of the applicant (trainings, workshops, attendance to lectures or seminars, etc. by the staff of the applicant – be it paid or voluntary)
- **Networking** and knowledge sharing activities with other projects, CSOs and/or platforms locally and/or at EU level.
- **Communication** strategies and activities for the promotion of the applicant and its activities.

Partnerships are obligatory, Applicant and co-applicant(s) will have to develop a Memorandum of Understanding (MoU) between them reflecting partnership values and the mutual understanding of the parties, and stating operating principles (decision making process, financial arrangement, shared activities, etc.)

In their submission, applicants must,

- Explicitly explain how the action supports and contributes to the **achievement of the specific objectives** of the call, stated in section 1.2 of this document.
- Provide a thorough **problem analysis** of the current situation and detailed explanation on how the action addresses the identified problems and the reasons why the **response strategy** proposed is the best option to solve the identified problem (This can be ideally realised during the preparation of the proposal through participatory workshops).
- Provide a **set of diverse activities** oriented to the achievement of measurable results in line with the above mentioned specific objectives. This set of articulated activities must be necessary and sufficient to reach the project's objective(s).
- Provide with **realistic budget estimates** based on market research and taking into consideration the rule of origin and eligibility of all costs according to the Call.
- Submit a quality **Logical framework** matrix indicating the indicators and targets for the results that the action aims to attain. Both indicators and targets must be SMART¹² (Specific, Measurable, Attainable, Realistic and Time-bound.)

¹¹ Advocacy work may cover a variety of actions (e.g. campaigning, lobbying, petitions) to influence decisions makers and to shape public opinion. Advocacy is often considered one of the distinctive roles of civil society organizations. Many organizations combine advocacy work with service delivery. Advocacy work is linked to the notion of Civil society organizations as value guardians. <https://webgate.ec.europa.eu/fpfis/mwikis/aidco/index.php/Advocacy>

¹² More information on Monitoring and Evaluation methodologies is available from the following site: http://ec.europa.eu/europeaid/evaluation/methodology/methods/mth_ind_en.htm

- Provide with **mechanisms and resources to monitor** the achievement of such logframe-established results. It is strongly recommended to budget for enough human resources for the implementation and monitoring of the action.
- Provide with **realistic time planning**, adjusting the duration of the necessary activities to the given framework and looking for the maximum efficiency in the use of time.
- Provide with a **sustainability strategy (financial, social and environmental)** that guarantees continuity of the project results once the support from the EU funding is finished. Financial sustainability strategy should then include fund raising, and provision for the future operating costs of the project. The social sustainable strategy should foster an environment conducive to the compatible cohabitation of culturally and socially diverse groups while at the same time encouraging social integration, with improvements in the quality of life for all segments of the population. The environmental sustainability strategy should ensure that activities carry on under the project don't degrade the environment and try to keep natural capital intact.
- Provide with a **Memorandum of Understanding** developed between partners ensuring that partners share the same values and principles as well as understand their tasks, duties and rights in the running of the project.

F. Examples

The following are some **examples** of types of action which may be financed under this call. It is by no means exhaustive and is provided with the sole purpose to illustrate and inspire innovative project proposals.

Under Priority Sector A – Environment. NGO X and Y are active in nature protection and have been actively engaged in the preparation of the Special Environment Protected Area management plan for Karpasia/Karpaz area. The site has been selected as a potential "Natura 2000" site due to the presence of important habitats and species, as sea turtle rookeries, which are nesting in large numbers on various beaches. Additionally to the important faunal elements, the area is also holds some rare and endemic floral species. NGO X and Y are concerned by pressure on habitats and species from agricultural practices and inappropriate tourist developments. They decide to address these issues and they design a project proposal, which includes the following:

- As capacity building activity, they undertake specific trainings for the staff and volunteers of the organizations on surveying, recording and analysis data on species and habitats, including use of a GIS software.
- They develop a nature guidebook recording the various species and habitats of Karpasia/Karpaz to identify and promote the uniqueness of the area and its environmental value. As part of this, social dialogue is engaged with the population in the area to take into account their views on benefits and opportunities to live in a Special Environmental Protected Area and knowledge on the Karpasia/Karpaz peninsula.
- The guide book and related visuals are then used in awareness campaign to promote and protect the nature of Karpasia/ Karpaz. Based on their public awareness activities and consultations with main stakeholders, NGO X design an advocacy strategy to influence the choices and actions of those who make "laws" and regulations on environment, and those who distribute resources and make other decisions that affect the environment and so the well-being of population in the area.
- As part of their advocacy strategy they develop a media strategy that includes social media campaign to spread the key messages and gain social public support for their cause. They also link with media (newspaper, radio and TV) and public opinion leaders and celebrities in order to gain visibility of the issue. They create an on-line platform for the vigilance of the environment.
- As a result of the campaigning, they receive public support from people and increase their membership in order to increase their sustainability and impact capacity.

- They also receive support from the local communities and environment department and establish a continuous liaison mechanism to share data collected and discussed research and protection needs.
- Based on this partnership, they launch an environmental record system, where environmental data and related researches are recorded and available for planning, with an information section where the public can discover the habitats and species listed in the area.
- Activities are organized to clean the protected areas, provide signs and litter cans.
- Nature tours are organised and nature trails with informative boards on species and habitats in Karpasia/ Karpaz are provided.
- Trainings are organised for local farmers on organic agriculture as well as on high nature value farming.
- Financial support to third parties is proposed to help population living in the area to develop organic farming and eco-tourist activities.
- Also, they liaise with European Union specialised NGOs in the field of environment and exchange ideas, proposals and results. In this regards, they organise exchange field visits, with volunteers and staff from the organisation visiting other European NGOs and the European NGOs visiting Cyprus. They also liaise locally for networking with other NGOs to join efforts in promoting dialogue and advocacy on environmental issues and encourage the protection of other potential "Natura 2000" sites.

Under Priority Sector A – Environment: Association G is concerned about the environmental footprint of individual products, companies and tourist industry, in the northern part of Cyprus. They organised various awareness campaigns in the past, but they realise that to increase the impact of their action they need to find adequate support by partnering with relevant stakeholders.

After developing a thorough stakeholders analysis and organise various meetings, Association G decides to partner in a new project with consumers associations and professional chambers. They together develop a long term strategy and a project proposal in line with the strategy; they also detail their tasks and responsibilities in a Memorandum of Understanding.

This project requires a cradle-to-grave approach: from procurement/material extraction to downstream activities, including consumer behaviour and interrelations between product components (e.g. product and packaging), use and finally disposal.

Taking into consideration the multiple factors and the specialization and competence of each of the partners, they agree on a plan that could include the following activities:

- They study behaviour and practices of suppliers, retailers and consumers and lifecycle of more commonly used individual products in Cyprus.
- Based on the results of these studies and consultations with main stakeholders, they develop a training program with adapted training materials for various professionals groups. (Hotel sector, agro-industry, etc.) on product life cycle and waste management.
- They are engaging with producer and point of sale outlets to improve packaging and labelling of goods, to both reduce packaging waste and to ensure that as much packaging waste as possible is recyclable.
- They also prepare an Information Education and Communication plan, which include a raising awareness campaign directed to consumers, with the final aim to change their consumption habits.
- They design and promote a "bag for life scheme, to avoid using disposable polythene carriers' bags.
- They also develop an advocacy strategy to ensure that proper environmental legal framework is implemented.

- They launch a small grants scheme to encourage initiatives on prevention, reduction and recycling of waste.
- They initiate and operate a "Be green" network of SME which are willing to reduce their environmental footprint, including inter alia supermarket and shops which are implementing a "bag for life" policy.
- They also network with European Union specialised NGOs in the field of environment and exchange ideas, proposals and results.

Under priority B – Human rights/Civil and political rights: Turkish Cypriot NGO Z and Greek Cypriot NGO A have difficulties to communicate on their joint activities to the general public and to journalists. They also find that settlement initiatives and effort towards reconciliation in Cyprus are not well relayed by journalists and insufficiently explained to citizens.

They together perceive that developing communication skills of civil society and trained journalists in both communities may help create an inclusive environment for reconciliation, increase transparency and access to information.

They decide that a feasible strategy to follow could include the following:

- Research on current joint initiatives between communities which could be promoted. Identification of media and journalist schools who may be interested to transmit reconciliation values. Identification of NGOs involve in settlement process who would be interested to develop their communication skills.
- Based on the results of the needs assessment and consultations, they develop a training program for young journalists and develop specialised trainings and briefing packages for media in both communities.
- They also organise fields' visits for journalists in both communities and liaise with other EU media counterparts.
- With professional journalism associations, they undertake specific training for the staff and volunteers of NGO's to increase their capacity to write press release, do TV interview, develop social media campaign, etc.
- Production of documentaries for the general public as well as for specific population as children.
- Production of podcasts targeting youth as active citizens and stakeholders in the peace process spread through social media.
- Based on shared experience with other EU media and difficulties encountered in running of their activities, they plan a campaign on access to information and transparency.
- In this aim, they approach relevant stakeholders to advocate for media ethics, transparency and accountability.
- As a result of their campaigning and activities, they also develop a "Peace Journalism" course which is integrated to the education programme of the Schools of Journalism in Cyprus.

Under Priority Sector B – Human Rights/Fight against trafficking in human beings: NGO H is regularly supporting women escaping from human trafficking and migrants victims of forced labour. In order to address the situation, they decide to design a long term strategy and they design a project proposal in line with the long term strategy. Since it is a very ambitious goal, they decide to form a partnership with other European NGOs working with victims of trafficking and with specialised NGO from countries of origin.

They also approach the local administration and the "police" to get necessary information and support in the course of their project.

The proposal they design includes the following:

- Contracting a research study to identify the existing forms of trafficking in Human beings (THB) in the northern part of Cyprus, the current policies and legal framework to prevent and combat THB and the attitudes among potential customers of services.
- Based on these data, they put in place urgent measures to protect the victims by establishing a shelter home and engaging with foster families for the identified women and provide psychological, social and legal support. They also proposed financial support to the victims through a small grants scheme to encourage self-employment and reintegration opportunities.
- Information and public awareness raising campaigns such as monthly discussion groups with women and children victims of trafficking and members of ethnic and linguistic minorities.
- Training courses for local operators ('police', lawyers, doctors, schools teachers, NGO members, etc.) and cultural-linguistic mediators.
- They develop cooperation between 'local administration', 'police', lawyers, doctors, teachers and NGOs and prepare a joint Action Plan" for reducing human trafficking in northern part of Cyprus.
- Based on the exchange of experiences with other stakeholders and European NGOs, they engage in political dialogue with the relevant bodies in order to enforce the proposed "joint action plan" and advocate decision makers in the Turkish Cypriot community for the increase in budget allocation for preventing and combatting Human trafficking.
- They develop a toolkit to raise awareness among potential customers of services provided by victims of human trafficking in the sex industry in order to reduce the demand for sexual services.
- As cross-cutting activities, they undertake psychosocial support training and advocacy training for the staff and volunteers of the organizations to increase their listening skills and campaigning abilities.
- As a result of the campaigning efforts, they receive public support from people and increase their membership in order to increase their sustainability and impact capacity.
- Also, they liaise with European Union specialised NGOs and the Council of Europe in the field of human trafficking and exchange ideas, proposals and results. In this regards, they organise exchange field visits, with volunteers and staff from the organisation visiting other European NGOs and the European NGOs and the Council of Europe experts visiting Cyprus. To build on this experience they decide to jointly write to the EU Anti-Trafficking Coordinator and to the Chair of the women rights and gender equality committee in the European Parliament to raise their concerns and share their findings. They also liaise locally for networking with other NGOs to join efforts in promoting the rights of women and migrants.

G. Ineligible actions:

The following types of action are ineligible:

- Actions concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences and congresses;
- Actions concerned only or mainly with individual scholarships for studies or training courses;
- Actions which duplicate other EU funded projects or programmes;
- Actions already totally financed by another donor;
- One-off events such as conferences, round tables, seminars and similar events. Such events may be financed if they are part of a wider action;
- Projects mainly focused in infrastructures or works;

- Projects mainly focused on purchase of equipment;
- Profit making activities.

H. Financial support to third parties

Applicants may propose financial support to third parties in order to help achieving the objectives of the action.

The maximum amount of financial support per third party is € 10,000 up to a total amount of € 60,000 in total.

Under this Call, financial support to third parties may not be the main purpose of the action.

In compliance with the present guidelines and notably of any conditions or restrictions set above, applicants should define mandatorily in section 2.1.1. of the grant application form:

- (i) the objectives and results to be obtained with the financial support,
- (ii) the different types of activities eligible for financial support, on the basis of a fixed list,
- (iii) the types of persons or categories of persons which may receive financial support,
- (iv) the criteria for selecting these entities and giving the financial support,
- (v) the criteria for determining the exact amount of financial support for each third entity, and
- (vi) the maximum amount which may be given up to the limit of 10,000€ per third party.

In all events, the mandatory conditions set above for giving financial support (points (i) to (vi)) have to be strictly defined in the contract as to avoid any exercise of discretion.

I. Visibility

The Applicants must take all necessary steps to publicise the fact that the European Union has financed or co-financed the Action. As far as possible, actions that are wholly or partially funded by the European Union must incorporate information and communication activities designed to raise the awareness of specific or general audiences of the reasons for the action and the EU support for the action in the country or region concerned, as well as the results and the impact of this support.

Applicants must comply with the objectives and priorities and guarantee the visibility of the EU financing (see the Communication and Visibility Manual for EU external actions specified and published by the European Commission at http://ec.europa.eu/europeaid/work/visibility/index_en.htm).

J. Number of applications and grants per applicants

The applicant may not submit more than 1 application under this Call for Proposals.

The applicant may not be awarded more than 1 grant under this Call for Proposals.

The applicant may not be a co-applicant or an affiliated entity in another application at the same time.

A co-applicant/affiliated entity may not submit more than 1 application under this Call for Proposals.

A co-applicant/affiliated entity may not be awarded more than 1 grant under this Call for Proposals.

A co-applicant/affiliated entity may not be the applicant or an affiliated entity in another application at the same time.

2.1.5. Eligibility of costs: costs that can be included

Only 'eligible costs' can be covered by a grant. The categories of costs that are eligible and non-eligible are indicated below. The budget is both a cost estimate and an overall ceiling for 'eligible costs'.

The reimbursement of eligible costs may be based on:

- actual costs incurred by the Beneficiary(ies) and affiliated entity(ies)

The amounts or rates have to be based on estimates using objective data such as statistical data or any other objective means or with reference to certified or auditable historical data of the applicants.

Recommendations to award a grant are always subject to the condition that the checks preceding the signing of the contract do not reveal problems requiring changes to the budget (such as arithmetical errors, inaccuracies, unrealistic costs and ineligible costs). The checks may give rise to requests for clarification and may lead the Contracting Authority to impose modifications or reductions to address such mistakes or inaccuracies. It is not possible to increase the grant or the percentage of EU co-financing as a result of these corrections.

It is therefore in the applicant's interest to provide a **realistic and cost-effective budget**.

In this sense, the costs of administrative and support staff foreseen in the budget (in Annex B under heading 1.1.2) will be eligible costs on the project with a maximum monthly net salary as of per the table below.

Secretarial/administrative staff	1,000 €
Project Assistant	1,500 €
Project Manager/Coordinator	2,000 €

A. Eligible direct costs

To be eligible under the Call for Proposals, costs must comply with the provisions of Article 14 of the General Conditions to the Standard Grant Contract (see Annex G of the Guidelines).

The applicants (and where applicable its affiliated entities) agree that the expenditure verification(s) referred to in Article 15.7 of the General Conditions to the Standard Grant Contract (see Annex G of the Guidelines) will be carried out by the Contracting Authority or any external body authorised by the European Commission.

B. Contingency reserve

The budget may include a contingency reserve not exceeding 5 % of the estimated direct eligible costs. It can only be used with the **prior written authorisation** of the Contracting Authority.

C. Eligible indirect costs

The indirect costs incurred in carrying out the action may be eligible for flat-rate funding, but the total must not exceed 7 % of the estimated total eligible direct costs. Indirect costs are eligible provided that they do not include costs assigned to another budget heading in the standard grant contract. The applicant may be asked to justify the percentage requested before the contract is signed. However, once the flat rate has been fixed in the special conditions of the standard grant contract, no supporting documents need to be provided.

If any of the applicants or affiliated entity(ies) is in receipt of an operating grant financed by the EU, it may not claim indirect costs on its incurred costs within the proposed budget for the action.

D. Contributions in kind

Contributions in kind mean the provision of goods or services to a Beneficiary(ies) or affiliated entity(ies) free of charge by a third party. As contributions in kind do not involve any expenditure for a Beneficiary(ies) or affiliated entity(ies), they are not eligible costs.

E. Ineligible costs

The following costs are not eligible:

- debts and debt service charges (interest);
- provisions for losses or potential future liabilities;
- costs declared by the Beneficiary(ies) and financed by another action or work programme receiving a Union (including through EDF) grant;
- purchases of land or buildings;
- currency exchange losses;
- credit to third parties;
- interests owed;
- costs incurred prior to the signature of the contract;
- rent of land, buildings and offices;
- works, infrastructures and renovation/refurbishment of buildings where property rights of natural and legal persons have not been respected (in conformity with Article 7 of the Council Regulation (EC) No 389/2006 of 27 February establishing an instrument of financial support for encouraging the economic development of the Turkish Cypriot community).

2.2. HOW TO APPLY AND THE PROCEDURES TO FOLLOW

Prior registration in PADOR for this Call for Proposals is not obligatory. Information in PADOR will not be drawn upon in the present Call.

2.2.1. <i>Application forms</i>
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Applications must be submitted in accordance with the instructions on the Concept Note and the Full Application form in the Grant Application Form annexes to these Guidelines (Annex A)

Applicants must apply in English.

Any error or major discrepancy related to the points listed in the instructions on the Concept Note or any major inconsistency in the application form (e.g. if the amounts in the budget worksheets are inconsistent) may lead to the rejection of the application.

Clarifications will only be requested when the information provided is unclear and thus prevents the Contracting Authority from conducting an objective assessment.

Hand-written applications will not be accepted.

Please note that only the application form and the published annexes which have to be filled in (budget, logical framework) will be evaluated. It is therefore of utmost importance that these documents contain ALL the relevant information concerning the action. No additional annexes should be sent.

2.2.2. Where and how to send Applications

Applications must be submitted in one original and 2 (copies in A4 size, each bound. The complete application form (Part A: concept note and Part B: full application form), budget, logical framework and partnership agreement must also be supplied in electronic format (CD-ROM or USB key) in a separate and single file (i.e. the application form must not be split into several different files). The electronic file must contain **exactly the same** application as the paper version enclosed.

The Checklist (Section 7 of Part B the grant application form) and the Declaration by the applicant (Section 8 of Part B of the grant application form) must be stapled separately and enclosed in the envelope.

The outer envelope must bear the **reference number and the title of the Call for Proposals**, together with the full name and address of the applicant, and the words 'Not to be opened before the opening session' and 'Açılış oturumundan önce açılmamalıdır'.

Applications must be submitted in a sealed envelope by registered mail, private courier service or by hand-delivery (a signed and dated certificate of receipt will be given to the deliverer) at the address below:

EU Programme Support Office
38-44 Kyrenia Avenue (opposite Saray Hotel)
Nicosia, Cyprus

Applications sent by any other means (e.g. by fax or by e-mail) or delivered to other addresses will be rejected.

Applicants must verify that their application is complete using the checklist (Section 7 of Part B of the grant application form). Incomplete applications may be rejected.

2.2.3. Deadline for submission of Applications

The deadline for the submission of applications is **27 May 2015** as evidenced by the date of dispatch, the postmark or the date of the deposit slip. In the case of hand-deliveries, the deadline for receipt is at **18:00 hours Cyprus local time** as evidenced by the signed and dated receipt. Any application submitted after the deadline will automatically be rejected.

2.2.4. Further information about Applications

An information session on this Call for Proposals will be held on **3 March at 10 hours Cyprus time in Nicosia**¹³.

Questions may in addition be sent by e-mail no later than 21 days before the deadline for the submission of applications to the below address, indicating clearly the reference of the Call for Proposals:

REGIO-TFTCC-CSA@EC.EUROPA.EU

The Contracting Authority has no obligation to provide clarifications to questions received after this date.

Replies will be given no later than 11 days before the deadline for the submission of applications.

To ensure equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of applicants, affiliated entity(ies), an action or specific activities.

¹³ Date, time and location of other information meetings organised through the northern part of Cyprus will be published in local newspapers.

Questions that may be relevant to other applicants, together with the answers, will be published on the EuropeAid website: <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome>. It is therefore advisable to consult the abovementioned website regularly in order to be informed of the questions and answers published.

2.3. EVALUATION AND SELECTION OF APPLICATIONS

Applications will be examined and evaluated by the Contracting Authority with the possible assistance of external assessors. All actions submitted by applicants will be assessed according to the following steps and criteria.

If the examination of the application reveals that the proposed action does not meet the eligibility criteria stated in paragraph 2.1, the application will be rejected on this sole basis.

(1) STEP 1: OPENING & ADMINISTRATIVE CHECKS AND CONCEPT NOTE EVALUATION

The following will be assessed:

- Compliance with the submission deadline. If the deadline has not been met, the application will automatically be rejected.
- The Application Form satisfies all the criteria specified in points 1-5 of the Checklist Section 7 of Part B of the grant application form). If any of the requested information is missing or is incorrect, the application may be rejected on that sole basis and the application will not be evaluated further.

The Concept Notes that pass the first administrative check will be evaluated on the relevance and design of the proposed action.

The Concept Note will receive an overall score out of 50 using the breakdown in the evaluation grid below. The evaluation will also check on compliance with the instructions on the Concept Note, which can be found in Part A of the Application Form.

The evaluation criteria are divided into headings and subheadings. Each subheading will be given a score between 1 and 5 as follows: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

Scores

1. Relevance of the action		Sub-score	30
1.1 How relevant is the proposal to the objectives and priorities of the Call for Proposals?	5x2**		
1.2 How relevant to the particular needs and constraints of the target country(ies) or region(s) is the proposal (including synergy with other EU initiatives and avoidance of duplication)?	5x2*		
1.3 How clearly defined and strategically chosen are those involved (final beneficiaries, target groups)? Have their needs been clearly defined and does the proposal address them appropriately?	5		
1.4 Does the proposal contain specific added-value elements, such as environmental issues, promotion of gender equality and equal opportunities, needs of disabled people, rights of minorities and rights of indigenous peoples, or innovation and best practices <i>and the other additional elements indicated under 1.2. of these Guidelines</i> ?	5		
2. Design of the action		Sub-score	20

2.1 How coherent is the overall design of the action? In particular, does it reflect the analysis of the problems involved, take into account external factors and relevant stakeholders?	5x2**	
2.2 Is the action feasible and consistent in relation to the objectives and expected results?	5x2**	

TOTAL SCORE

50

* Note: A score of 5 (very good) will only be allocated if the proposal specifically addresses more than the required minimum number of priorities as indicated in Section 1.2 (Objectives of the programme) of these guidelines.

**these scores are multiplied by 2 because of their importance

Once all Concept Notes have been assessed, a list will be drawn up with the proposed actions ranked according to their total score.

Firstly, only the Concept Notes with a score of at least 30 will be considered for pre-selection.

Secondly, the number of Concept Notes will be reduced, taking account of the ranking, to the number of Concept Notes whose total aggregate amount of requested contributions is equal to 250% of the available budget for this Call for Proposals. The amount of requested contributions of each concept note will be based on the indicative financial envelopes for each lot.

After the evaluation of Concept Notes, the Contracting Authority will send letters to all applicants, indicating whether their application was submitted by the deadline, informing them of the reference number they have been allocated, whether the Concept Note was evaluated and the results of that evaluation. The Evaluation Committee will then proceed with the applicants whose proposals have been pre-selected.

(2) STEP 2: EVALUATION OF THE FULL APPLICATION

Firstly, the following will be assessed:

- The full application form satisfies all the criteria specified in points 1-9 of the Checklist (Section 7 of Part B of the grant application form). If any of the requested information is missing or is incorrect, the application may be rejected on that **sole** basis and the application will not be evaluated further.

The quality of the applications, including the proposed budget and capacity of the applicants and affiliated entity(ies), will be evaluated using the evaluation criteria in the evaluation grid below. There are two types of evaluation criteria: selection and award criteria.

The selection criteria help to evaluate the applicants' and affiliated entity(ies)'s operational capacity and the applicants' financial capacity and to ensure that they:

- have stable and sufficient sources of finance to maintain their activity throughout the proposed action and, where appropriate, to participate in its funding;
- have the management capacity, professional competencies and qualifications required to successfully complete the proposed action. This also applies to any affiliated entity(ies) of the applicants.
- **The award criteria** help to evaluate the quality of the applications in relation to the objectives and priorities, and to award grants to projects which maximise the overall effectiveness of the Call for Proposals. They help to select applications which the Contracting Authority can be confident will comply with its objectives and priorities. They cover the relevance of the action, its consistency with the objectives of the Call for Proposals, quality, expected impact, sustainability and cost-effectiveness.

Scoring:

The evaluation grid is divided into sections and subsections. Each subsection will be given a score between 1 and 5 as follows: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

Evaluation Grid

Section	Maximum Score
1. Financial and operational capacity	20
1.1 Do the applicants and, if applicable, their affiliated entity(ies) have sufficient experience of project management?	5
1.2 Do the applicants and, if applicable, their affiliated entity(ies) have sufficient technical expertise? (especially knowledge of the issues to be addressed)	5
1.3 Do the applicants and, if applicable, their affiliated entity(ies) have sufficient management capacity? (Including staff, equipment and ability to handle the budget for the action)?	5
1.4 Does the lead applicant have stable and sufficient sources of finance?	5
2. Relevance of the action	30
<i>Score transferred from the Concept Note evaluation</i>	
3. Effectiveness and feasibility of the action	20
3.1 Are the activities proposed appropriate, practical, and consistent with the objectives and expected results?	5
3.2 Is the action plan clear and feasible?	5
3.3 Does the proposal contain objectively verifiable indicators for the outcome of the action? Is any evaluation planned?	5
3.4 Is the co-applicant(s)'s and affiliated entity(ies)'s level of involvement and participation in the action satisfactory?	5
4. Sustainability of the action	15
4.1 Is the action likely to have a tangible impact on its target groups?	5
4.2 Is the proposal likely to have multiplier effects? (Including scope for replication, extension and information sharing.)	5
4.3 Are the expected results of the proposed action sustainable?: - financially (<i>how will the activities be financed after the funding ends?</i>) - institutionally (<i>will structures allowing the activities to continue be in place at the end</i>	5

<i>of the action? Will there be local 'ownership' of the results of the action?)</i> - at policy level (where applicable) (<i>what will be the structural impact of the action — e.g. will it lead to improved legislation, codes of conduct, methods, etc?</i>) - environmentally (if applicable) (<i>will the action have a negative/positive environmental impact?</i>)	
5. Budget and cost-effectiveness of the action	15
5.1 Are the activities appropriately reflected in the budget?	/ 5
5.2 Is the ratio between the estimated costs and the expected results satisfactory?	/ 10
Maximum total score	100

Note on section 1. Financial and operational capacity

If the total score for section 1 is less than 12 points, the application will be rejected. If the score for at least one of the subsections under section 1 is 1, the application will also be rejected.

Provisional selection

After the evaluation, a table will be drawn up listing the applications ranked according to their score and within the limits of the funds available. In addition, a reserve list will be drawn up following the same criteria to be used if more funds should become available during the validity period of the reserve list.

(3) STEP 3: VERIFICATION OF ELIGIBILITY OF THE APPLICANTS AND AFFILIATED ENTITY(IES)

The eligibility verification, based on the supporting documents requested by the Contracting Authority (see Section 2.4) will only be performed for the applications that have been provisionally selected according to their score and within the available financial envelope.

- The Declaration by the applicant (Section 8 of Part B the grant application form) will be cross-checked with the supporting documents provided by the applicant. Any missing supporting document or any incoherence between the Declaration by the applicant and the supporting documents may lead to the rejection of the application on that sole basis.
- The eligibility of applicants, the affiliated entity(ies), and the action will be verified according to the criteria set out in Sections 2.1.1, 2.1.2 and 2.1.3.

Any rejected application will be replaced by the next best placed application on the reserve list that falls within the available financial envelope.

2.4. SUBMISSION OF SUPPORTING DOCUMENTS FOR PROVISIONALLY SELECTED APPLICATIONS

An applicant that has been provisionally selected or placed on the reserve list will be informed in writing by the Contracting Authority. It will be requested to supply the following documents in order to allow the Contracting Authority to verify the eligibility of the applicant, (if any) of the co-applicant(s) and (if any) of their affiliated entity(ies):

1. The statutes or articles of association of the applicant, (if any) of each co-applicant(s) and (if any) of each affiliated entity(ies)¹⁴. Where the Contracting Authority has recognised the applicant's, or the co-applicant(s)'s, or their affiliated entity(ies)'s eligibility for another call for proposals under the same budget line within 2 years before the deadline for receipt of applications, it should be submitted, instead of the statutes or articles of association, a copy of the document proving their eligibility in a former Call (e.g. a copy of the special conditions of a grant contract received during the reference period), unless a change in legal status has occurred in the meantime¹⁵. This obligation does not apply to international organisations which have signed a framework agreement with the European Commission.
2. An external audit report produced by an approved auditor, certifying the applicant's accounts for the last financial year available where the total amount of the grant exceeds EUR 750 000 (EUR 100 000 for an operating grant). The external audit report is not required from the co-applicant(s).
3. A copy of the applicants' latest accounts (the profit and loss account and the balance sheet for the last financial year for which the accounts have been closed)¹⁶.
4. Legal entity sheet (see annex D of these Guidelines) duly completed and signed by each of the applicants (i.e. by the applicant and (if any) by each co-applicant(s)), accompanied by the justifying documents requested there. If the applicants have already signed a contract with the Contracting Authority, instead of the legal entity sheet and supporting documents, the legal entity number may be provided, unless a change in legal status occurred in the meantime.
5. A financial identification form of the applicant (not from co-applicant(s)) conforming to the model attached at Annex E of these Guidelines, certified by the bank to which the payments will be made. This bank should be located in the country where the applicant is established. If the applicant has already submitted a financial identification form in the past for a contract where the European Commission was in charge of the payments and intends to use the same bank account, a copy of the previous financial identification form may be provided instead.

The requested supporting documents must be supplied in the form of originals, photocopies or scanned versions (i.e. showing legible stamps, signatures and dates) of the said originals. However, the Legal entity sheet and the financial identification form must always be submitted in original.

Where such documents are not in one of the official languages of the European Union, a translation into the language of the call for proposals of the relevant parts of these documents proving the applicants' eligibility must be attached for the purpose of analysing the application.

Where these documents are in an official language of the European Union other than the language of the call for proposals, it is **strongly** recommended, in order to facilitate the evaluation, to provide a translation of the relevant parts of the documents, proving the applicants' eligibility, into the language of the call for proposals.

If the abovementioned supporting documents are not provided before the deadline indicated in the request for supporting documents sent to the applicant by the Contracting Authority, the application may be rejected.

14 Where the applicant and/or a co-applicant(s) and/or an affiliated entity(ies) is a public body created by a law, a copy of the said law must be provided.

15 To be inserted only where the eligibility conditions have not changed from one call for proposals to the other.

16 This obligation does not apply to natural persons who have received a scholarship or that are in most need in receipt of direct support, nor to public bodies and to international organisations. It does not apply either when the accounts are in practice the same documents as the external audit report already provided pursuant to Section 2.4.2.

After verifying the supporting documents, the Evaluation Committee will make a final recommendation to the Contracting Authority, which will decide on the award of grants.

NB : In the eventuality that the Contracting Authority is not satisfied with the strength, solidity, and guarantee offered by the structural link between one of the applicants and its affiliated entity, it can require the submission of the missing documents allowing for its conversion into co-applicant. If all the missing documents for co-applicants are submitted, and provided all necessary eligibility criteria are fulfilled, the above mentioned entity becomes a co-applicant for all purposes. The applicant has to submit the application form revised accordingly.

2.5. NOTIFICATION OF THE CONTRACTING AUTHORITY'S DECISION

2.5.1. *Content of the decision*

The applicants will be informed in writing of the Contracting Authority's decision concerning their application and, if rejected, the reasons for the negative decision.

An applicant believing that it has been harmed by an error or irregularity during the award process may lodge a complaint. See further Section 2.4.15 of the Practical Guide.

2.5.2. *Indicative timetable*

	DATE	TIME*
Information meeting (if any)¹⁷	3 March 2015	10:00 in EUPSO
Deadline for requesting any clarifications from the Contracting Authority	6 May 2015	17:00 local Cyprus time
Last date on which clarifications are issued by the Contracting Authority	15 May 2015	-
Deadline for submission of Application Form	27 May 2015	18:00 local Cyprus time
Information to applicants on opening, administrative checks and concept note evaluation (Step 1)	19 June 2015*	-
Information to applicants on the evaluation of the Full Application Form (Step 2)¹⁸	20 July 2015*	-
Notification of award (after the eligibility check) (Step 3)	31 July 2015*	-

¹⁷ Date, time and location of other information meetings organised will be published in local newspapers.

¹⁸ Note that according to the financial regulation, in direct management, applicants must be notified the outcome of the evaluation of their applications within 6 months following the submission deadline of the full application. This time-limit may be exceeded in exceptional cases, in particular for complex actions (including Multi-beneficiary calls), large number of proposals or in case of delays attributable to the applicants.

Contract signature¹⁹	30 September 2015*	-
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***Provisional date.** All times are in the time zone of the country of the Contracting Authority.

This indicative timetable may be updated by the Contracting Authority during the procedure. In such cases, the updated timetable will be published on the EuropeAid web site

<https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome>

2.6. CONDITIONS FOR IMPLEMENTATION AFTER THE CONTRACTING AUTHORITY'S DECISION TO AWARD A GRANT

Following the decision to award a grant, the Beneficiary(ies) will be offered a contract based on the Contracting Authority's grant contract (see Annex G of these Guidelines²⁰). By signing the application form (Annex A of these Guidelines), the applicants agree, if awarded a grant, to accept the contractual conditions of the standard grant contract.

Implementation contracts

Where implementation of the action requires the Beneficiary(ies) and its affiliated entity(ies) (if any) to award procurement contracts, those contracts must be awarded in accordance with Annex IV to the standard grant contract.

2.7. EARLY WARNING SYSTEM AND CENTRAL EXCLUSION DATABASE

The applicants and, if they are legal entities, the persons who have powers of representation, decision-making or control over them, are informed that, should they be in one of the situations mentioned in:

- Commission Decision of 16.12.2008 on the Early Warning System (EWS) for the use of authorising officers of the Commission and the executive agencies (OJ, L 344, 20.12.2008, p.125) or
- Commission Regulation of 17.12.2008 on the Central Exclusion Database (CED) (OJ L344, 20.12.2008, p.12),

their personal details (name, given name (if natural person), address, legal form and name and given name of the persons with powers of representation, decision-making or control (if legal person)) may be registered in the EWS only or both in the EWS and CED, and communicated to the persons and entities listed in the above-mentioned Decision and Regulation, in relation to the award or the execution of a grant agreement or decision.]

¹⁹ Note that according to the financial regulation, in direct management the grant contract must be signed within 3 months following the notification of the award decision. This time-limit may be exceeded in exceptional cases, in particular for complex actions (including Multi-beneficiary calls), large number of proposals or in case of delays attributable to the applicants

²⁰ Complemented by the provisions in Annex e3h11 where at least one of the beneficiaries is an international organisation.

3. LIST OF ANNEXES

DOCUMENTS TO BE COMPLETED

Annex A: Grant Application Form (Word format)

Annex B: Budget (Excel format)

Annex C: Logical Framework (Excel format)²¹

Annex D: Legal Entity Sheet²²

Annex E: Financial identification form

DOCUMENTS FOR INFORMATION

Annex G: Standard Grant Contract

- Annex II: General conditions
- Annex IV: contract award procedures
- Annex V: standard request for payment
- Annex VI: model narrative and financial reports
- Annex IX: standard template for transfer of ownership of assets

Annex H: Daily allowance rates (Per diem), available at the following address:

https://ec.europa.eu/europeaid/applicable-rates-diems-framework-ec-funded-external-aid-contracts-05072013_en

Annex J: Information on the tax regime applicable to grant contracts signed under the call.

Useful links:

Project Cycle Management Guidelines

https://ec.europa.eu/europeaid/aid-delivery-methods-project-cycle-management-guidelines-vol-1_en

The implementation of grant

<http://ec.europa.eu/europeaid/companion/document.do?nodeNumber=19>

Financial Toolkit

https://ec.europa.eu/europeaid/funding/procedures-beneficiary-countries-and-partners/financial-management-toolkit_en

* * *

21 Optional where the total amount of the grants to be awarded under the Call for Proposals is EUR 100 000 or less.

22 Only applicable where the European Commission is the Contracting Authority or will make the payments under the contracts to be signed.